

# **Addendum to the Determined Admission Arrangements and Over-subscription Criteria for Community and Voluntary Controlled Schools for the 2023/24 academic year**

**This addendum amends these arrangements in accordance with the determination of the Schools Adjudicator (REF4237) that the arrangements do not fully conform to the requirements relating to admissions.**

**A copy of the Adjudicator's determination is available online:**

[www.gov.uk/search/all?organisations\[\]=office-of-the-schools-adjudicator&order=updated-newest&parent=office-of-the-schools-adjudicator](http://www.gov.uk/search/all?organisations[]=office-of-the-schools-adjudicator&order=updated-newest&parent=office-of-the-schools-adjudicator)

[www.gov.uk/government/publications/community-and-vc-schools-oxfordshire-26-february-2024](http://www.gov.uk/government/publications/community-and-vc-schools-oxfordshire-26-february-2024)

## **Addenda**

### **1. Determination: Paragraphs 10 and 11**

Arrangements: Page 2

#### Section

Over-subscription Criteria for entry to the Reception year group in Community and Voluntary Controlled Schools in the 2023/24 academic year (normal phased transfer for starting primary or infant school for the first time) and for entry to year groups Reception to Year 6 during the 2023/24 academic year (in-year transfers)

#### Insert before

In accordance with legal requirements, children who have an Education, Health & Care (EHC) Plan<sup>1</sup> in which the school is named in Section I must always be admitted.

#### New text

Even if a child already attends the nursery class at a primary or infant school a new application must be made to start Reception year group in a primary or infant school for the first time [Paragraph 15.d) of the 2021 School Admissions Code].

### **2. Determination: Paragraphs 10 and 11**

Arrangements: Page 3

#### Insert new Section after

Over-subscription Criteria for entry to the Reception year group in Community and Voluntary Controlled Schools in the 2023/24 academic year (normal phased transfer for starting primary

or infant school for the first time) and for entry to year groups Reception to Year 6 during the 2023/24 academic year (in-year transfers)

#### New Section

**Over-subscription Criteria for entry to Year 3 in Community and Voluntary Controlled Junior Schools in the 2023/24 academic year (normal phased transfer for infant to junior transfer) and for entry to Year 3 to Year 6 during the 2023/24 academic year (in-year transfers)**

A separate application must be made for any transfer from infant to junior school [Paragraph 15.d) of the 2021 School Admissions Code].

There are no community or voluntary controlled infant or junior schools in Oxfordshire.

### 3. Determination: Paragraphs 12 and 15

Arrangements: Page 1

Insert new Section after  
Legal Framework

#### New Section:

##### **Published Admission Number (PAN)**

The PAN for the relevant admissions year for the relevant age group for each community and voluntary controlled school in Oxfordshire has been determined and is available online at:

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/school-admission-rules-and-policies/admission-rules)

These PANs should be considered alongside and in conjunction with these arrangements.

The relevant age group is the age group at which pupils are or will normally be admitted to the school, e.g. Reception year group (for primary or infant school) and Year 7 (for secondary schools).

### 4. Determination: Paragraphs 16 and 19

Arrangements: Page 3

#### Section

Over-subscription Criteria for entry to Year 7 in Community Schools in September 2023 (normal phased transfer from primary or junior to secondary school) and for entry to Years 7 to 11 in Community Schools during the 2023/24 academic year (in-year transfers)

#### Insert

Footnote at the end of this section title

#### New Footnote

The only community secondary school in Oxfordshire is Carterton Community College. The designated feeder schools in the partnership are:

- Carterton Primary School;
- Edith Moorhouse Primary School;
- Gateway Primary School;
- St John the Evangelist Church of England Primary School; and,
- St Joseph's Catholic Primary School, Carterton.

## 5. Determination: Paragraphs 21 to 24

### Arrangements: Page 9

#### Insert new section before

Multiple Applications (Applicants unable to agree on the schools to be listed on the application)

#### New section

#### **Start date in school**

#### Normal phased transfer for starting primary or infant school for the first time (entry to the Reception year group)

Children are entitled to start school in the September after their fourth birthday. [Paragraph 2.17 of the 2021 School Admissions Code].

Children are entitled to a full-time place from the September after their fourth birthday if this is desired [Paragraph 2.17.a) of the 2021 School Admissions Code].

Parents can defer the date their child is admitted to the school until later in the academic year but not beyond the point at which the child reaches compulsory school age (see table below) and not beyond the beginning of the final term of the academic year for which it was made [Paragraph 2.17.b) of the 2021 School Admissions Code].

Parents who wish it, may have their child attend part-time until later in the academic year but not beyond the point at which the child reaches compulsory school age (see table below) [Paragraph 2.17.c) of the 2021 School Admissions Code]. Schools will be expected to comply with parents' wishes.

The table below shows when children can and must start school (compulsory school age):

<b>Children born...</b>	<b>Can start school...</b>	<b>Must start school...</b>
1 April 2018 to 31 August 2018 <i>(those with an agreed delay to start Reception year group in the 2023/24 academic year)</i>	September 2023 (full-time)	September 2023 (full-time)
1 September 2018 to 31 December 2018	September 2023 (part-time or full-time)	January 2024 (full-time)
1 January 2019 to 31 March 2019	September 2023 (part-time or full-time)  January 2024 (part-time or full-time)	April 2024 (full-time)
1 April 2019 to 31 August 2019	September 2023 (part-time or full-time)  January 2024 (part-time or full-time)  April 2024 (part-time or full-time)	September 2024 (full-time)  Unless otherwise agreed, if a child of this age starts school in September 2024, it will be in Year 1 and not the Reception year (please read information about delay requests for summer-born children). The offer of a place will lapse if the child does not start school by April 2024. In cases of this kind the parent would need to reapply in June 2024 for a place to start in Year 1 in September 2024.

Normal phased transfer for starting junior (primary) school in Year 3 (transfer from infant to junior school)

Children must start at their new school full-time at the beginning of September 2023.

Normal phased transfer from primary or junior to secondary school (entry to Year 7 in secondary school)

Children must start at their new school full-time at the beginning of September 2023.

Entry at other times of the year and to other year groups

Children will be expected to start at the new school no later than the start date given in their offer letter. This will be expected to be within 6 weeks of the application or at the beginning of the following half term. Parents should contact the new school to arrange a start date.

## 6. Determination: Paragraphs 25 to 27

Arrangements: Page 11

## Section

Admission to an older or younger age group

### Original text

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

### New text

Parents of gifted and talented children, or those who have experienced problems or missed part of a year, for example due to ill health, can seek places outside their normal age group.

In addition, the parents of a summer born child (born between 1 April 2018 and 31 August 2018) may choose not to send that child to school until September 2023 and may request that they are admitted out of their normal age group – to Reception year group rather than Year 1. Parent will need to use the form online to request this delay:

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-reception-application](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-reception-application)

In addition, the parents of a summer born child (born between 1 April 2019 and 31 August 2019) may choose not to send that child to school until September 2024 and may request that they are admitted out of their normal age group – to Reception year group rather than Year 1. Parent will need to use the form online to request this delay:

[www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-reception-application](http://www.oxfordshire.gov.uk/residents/schools/apply-school-place/delay-reception-application)

## 7. Determination: Paragraphs 28 to 31

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### Section

Changes of Address (all)

Discount text (this will no longer be used or considered in any determinations for address for admissions in 2023/24)

The Local Authority may also ask for proof from HM Revenue & Customs, Child Benefit Division or Tax Credits Division. Such correspondence must pre-date the application.

## 8. Determination: Paragraphs 28 to 31

Arrangements: Page 9

### Section

Multiple addresses

### Original text

If children spend time equally at different addresses, then the address which will be used for admissions purposes will be the one registered for child benefit. The Admissions Authority

(and/or Local Authority) will request proof of the registered address, which must pre-date the application.

#### New text

If children spend time at more than one address the address used for admissions purposes will be the one registered and confirmed as the main address by the nursery/school. If it is not possible to establish the main address from the nursery/school records and the parents state that the child spends 50% of time with each parent, the parents will be asked to agree which address will be used as the main address for admissions purposes or they will be required to have this determined legally via a Court Order.

### 9. Determination: Paragraphs 28 to 31

#### Arrangements: Page 9

#### Section

Multiple Applications (Applicants unable to agree on the schools to be listed on the application)

#### Original text

The Local Authority will also request evidence of eligibility for Child Benefit. If agreement cannot be reached the Local Authority will process the application from the parent who receives or is eligible to receive Child Benefit.

If a parent is unhappy with this decision their recourse would be to seek an order from the Court.

#### New text

If agreement cannot be reached in a timely manner and this would risk no application being processed and the child being without a school place, the Local Authority will process the application from the parent with the address registered and confirmed as the main address by the nursery/school. If it is not possible to establish the main address from the nursery/school records and the parents state that the child spends 50% of time with each parent, the parents will be asked to agree which address will be used as the main address for admissions purposes. If they cannot agree or a parent is unhappy with a decision made by the Local Authority their recourse would be to seek an order from the Court.